



新加坡卫理公会华人年议会
Chinese Annual Conference
The Methodist Church in Singapore

Board of Family Life
家庭事工部

SENIOR EXECUTIVE 高级执行干事

APPLY BY 应征截止日期: 30/4/2021

EXPERIENCE & QUALIFICATIONS:

1. Passionate and experienced in the ministry of promoting the strengthening of marriages & family life
2. At least a Diploma or Bachelor qualification
3. Ability to write and speak in English
4. Ability to communicate with a reasonable command of Chinese
5. Background in counselling and/or some early childhood development experience would be an advantage.
6. Strong sense of awareness of the Methodist / CAC culture
7. Strong sense of social & community awareness to be able to work with people of different background

MAIN RESPONSIBILITIES:

1. Help develop, support, and implement plans of Board of Family Life
2. Work with stakeholders in the coordination and execution of programmes. Stakeholders include the CAC office, various Boards, and local churches; TRAC and ETAC of MCS; Other pro-family agencies and partners; and Persons, organizations, or programs deem strategic to the fulfilment of the objectives of the Family Life ministry of CAC.
3. Support & work with other staff in the CAC office
4. Manage the communication tools with current Chinese-speaking CAC Family Life staff.

经验与资历:

1. 在促进婚姻和家庭生活方面充满热情并拥有丰富的经验
2. 至少拥有专业文凭或学士学位
3. 具备英文书写和口语能力
4. 具备基本的华文语言沟通能力
5. 具备辅导背景和/或一些幼儿发展经验将受优先考虑。
6. 对卫理公会/华人年议会的文化具备积极的意识
7. 具备积极的社交和社区意识，能够与不同背景的人一起工作

主要职责:

1. 帮助制定，支持和执行家庭事工的计划
2. 在计划的协调和执行中与事工相关者合作。事工相关者包括华人年议会办公室，各部和本地教会；三一年议会 (TRAC) 和以马内利淡米尔年议会 (ETAC)；其他家庭事工服务机构和合作伙伴；及对落实华人年议会家庭事工部的目标有帮助的个人、机构或计划。
3. 在华人年议会会长的指导下，与华人年议会办公室的其他同工一起配搭与服侍
4. 与现任华人年议会家庭事工部负责华文事工的同工一起沟通配搭。

Interested applicants, please send your resume to Ms Toh Bee Kin at beekin.toh@methodist.org.sg (Only shortlisted candidates will be notified)

乐于应聘者请把个人简历寄给戴美金女士。
电邮: beekin.toh@methodist.org.sg
(唯有受选者将获得通知)